

## **Appendix 1: Instructions for Application**

### **General Instructions:**

- ❖ A project is defined as: “Any activity on a National Wildlife Refuge which has been determined Compatible with the goals and objectives of the National Wildlife Refuge System and the individual National Wildlife Refuge, and requires a Special Use Permit.”
- ❖ Special Use Permits are good only within the time constraints of one calendar year. If a project is proposed to span over two or more consecutive calendar years (e.g. September 2006 to March 2007) then the Permittee must apply for and obtain Special Use Permits for each calendar year within which the work will be done.
- ❖ A single Application is required for one project that will be conducted on multiple National Wildlife Refuges within the Pacific Remote Islands National Wildlife Refuge Complex by the same Principal Investigator during any one calendar year.
- ❖ However, if a Principal Investigator wished to conduct multiple projects on the one or several National Wildlife Refuges, a separate Application must be submitted for each project.
- ❖ If you plan to collect samples for another project or share your samples with another individual, the other individual must have his/her own Special Use Permit.
- ❖ If your project will use the services of a motor or sailing vessel, the Commanding Officer of that vessel must apply for a Special Use Permit for the vessel to be used as a support platform for other permitted activities.
- ❖ Every block of the Application must be filled. If the block does not apply to the work that you are proposing to conduct within the National Wildlife Refuge(s), put “N/A” in the block.
- ❖ Only type-written Applications will be accepted. No hand-written Applications please.
- ❖ When you select “Additional Information Attached” please note the corresponding block on the attached information.
- ❖ Use “mm/dd/yyyy” format for all dates.
- ❖ On the first page of the Application, select the Type of Special Use under which your project falls.

## **Section A: Applicant Information**

1. Who is the Principal Investigator? This is the person who will take full responsibility of all actions conducted on the National Wildlife Refuge(s), see that all data and samples are handled correctly, and see that all reports are provided in a complete format and on time. The Principal Investigator must provide his/her CV with the application.
2. What is the Mailing Address of the Principal Investigator? What are the Telephone and Fax numbers and Email address of the Principal Investigator?
3. What Institution/Department or Agency/Sponsor/Company is the Principal Investigator working for with respect to the proposed project? In other words, who does the Principal Investigator represent. If you, the Principal Investigator, are a graduate student, who is your major professor, and what is his/her affiliation, phone number, and email address?
4. List all individuals, including their Institution/Department or Agency/Sponsor/Company, phone number, and email address, who will conduct data/sample collection or analysis for the proposed project. A CV for each individual working on the proposed project must be attached.
5. What is the title of the proposed project? This must be a concise title that describes the work to be conducted and the proposed outcome of that work.
6. Sign the Application in blue or black ink before submitting it to the USFWS for review.
7. Date the Application in blue or black ink before submitting it to the USFWS for review.

## **Section B: Project Information**

8. Check the appropriate Boxes and use the space below to specifically describe the location(s) where data and/or sample collection will be conducted. Include specific islet names, physical descriptions, GPS coordinates as applicable. Attach a map with all specifics designated.
9. Answer all questions in a detailed manner.
10. Describe all procedures, step by step, that will be used in the proposed project. Include documentation of all safety protocols, data collection techniques, data sheets, sample collection techniques. Describe how many samples will be collected, where, which species, time of day (if specific), gender, how often individuals will be handled and how long each individual will be handled (if captured and released). Describe handling techniques and equipment use for capturing, handling, and collecting. Describe anticipated impacts of the project on target populations, impacts on other species, effects of installations, effects of invasive procedures, methods for evaluating impact of the proposed project, methods for reducing or compensating for impacts. Describe how and where samples will be stored on the Refuge(s) and once they are removed from the

Refuge(s). Describe techniques for sample processing both on and off the Refuge(s). Describe how samples will be transported off the Refuge(s). Describe all training, experience, and capabilities of those who will be conducting the sample collection and analysis. If the project is connected with one or more graduate research projects, please attach all institution approved graduate research proposals which correspond with this project.

11. List funding sources. If funding for the proposed project is coming from a source such as a grant, provide a copy of the grant proposal originally submitted for the funding and provide a copy of the documentation that shows the funding has been awarded. If the funding has not been awarded at the time this Application is submitted, please note this and provide an expected award date.
12. List all literature cited in writing this Application as well as other publications relevant to the proposed project.
13. Please check the relevant insurance that you have in place. NOTE: All vessels must be covered by Grounding and Contaminant Spill Insurance. All individuals must be covered by Personal Medical Evacuation Insurance. Please attach copies of the corresponding policies.
14. Please check the relevant inspections/certifications that you have scheduled. NOTE: All vessels entering Refuge waters must be inspected and certified Rat Free and must have a current Hull Inspection before entering the Refuge.
15. If permits are required by other entities (e.g., Bird Banding Lab Migratory Bird Banding Permit, State of Hawaii Department of Land and Natural Resources Special Use Permit, Endangered Species Act permit, Marine Mammal Protection Act permit, university permit), list them and attach them to the Application. If such permits have not been obtained at the time you submit this Application, please note the progress in obtaining them and attach copies of the applications which you have submitted for such permits.
16. Provide a list of all other projects in the Pacific Remote Islands National Wildlife Refuge Complex, referred to by their Special Use Permit number and Title, to which your proposed project is related. Describe any samples and/or data that other Permittees will collect for your proposed project, and describe any samples and/or data you will collect for other Permittees. Describe how any samples and/or data may be shared by yourself and other Permittees.

## Section C: Logistics

17. The “Project Start Date” and “Project Completion Date” should reflect the span of the entire life of the proposed project. In other words, these dates should show if the proposed project is a multi-year project and how many years the proposed project is expected to be conducted in the National Wildlife Refuge(s).

The “Dates Actively in the National Wildlife Refuge(s)” should reflect the dates during the current calendar year in which this Special Use Permit Application is proposing work within the National Wildlife Refuge(s). In other words, what are the dates of the specific field season in which you are applying for a Special Use Permit? If specific dates cannot be determined at the time of application, describe what information the dates are pending on (e.g., ship schedules, flight schedules). You must at least describe the windows of time you wish to visit the Refuge(s) such as during a specific nesting season or quarterly, and you must describe how long you wish to stay.

18. Itemize ALL work gear/equipment/supplies that will be taken to the National Wildlife Refuge(s) at the beginning of the field season, and then itemize ALL work gear/equipment/supplies that will be removed from the National Wildlife Refuge(s) at the end of the field season. Also, itemize all materials you are requesting to store on island between field seasons. If you wish to take any personal gear to the Refuge(s) which will require the use of Refuge electricity or water supplies, please list them here.
19. Describe any permanent and semi-permanent equipment you would like to install on the National Wildlife Refuge(s). Where will it be installed? How will it be installed? How long will it be installed? Who will maintain the equipment and how often? How and when will it be removed? Attach pictures and/or diagrams of the proposed installation.
20. Will you be requesting volunteers to conduct any maintenance activities of permanent or semi-permanent installed equipment? If so, describe procedures for doing so including how often it is to occur and how long it will take per maintenance event. Will you be requesting volunteers to conduct any data and/or sample collection activities before/during/after you or your personnel arrive to the National Wildlife Refuge(s)? If so, describe procedures for doing so including specifics on how much collection is to occur. Describe how you plan to compensate volunteers for the maintenance or data/sample collection work.
21. Answer all questions in a detailed manner.
22. In addition to Special Use Permit reporting requirements, when do you expect the following to be completed: sample analysis, data analysis, write-up and publication of information gathered within the Refuge(s). NOTE: All data and samples collected on National Wildlife Refuges, are the property of the National Wildlife Refuge System.
23. List all Hazardous Materials by common name, proper shipping name, hazard class, and amount to be taken to the Refuge(s). Provide a Material Safety Data Sheet for each

hazardous material. Describe how each hazardous material will be contained and stored while in the Refuge(s). Describe how each hazardous material will be used for the proposed project. Describe how and when each hazardous material will be removed from the Refuge(s). NOTE: USFWS will not be responsible for disposal of or use of any left-over hazardous materials from any permitted project.

24. Describe how and where you propose to store all your gear, materials, and samples while in the Refuge(s).
25. Describe where personnel will sleep/eat/bathe while in the National Wildlife Refuge(s). Note how many personnel will be using each USFWS supplied accommodation and for how long.
26. Describe office/desk/workbench/workshop/lab space you expect to use during the proposed project on the National Wildlife Refuge(s). Describe all electrical and water needs you expect to use during the proposed project on the National Wildlife Refuge(s) (Don't forget about charging batteries, rinsing gear, cleaning tools, painting and maintaining equipment, etc. It all takes space and resources.) Describe what disposal route all of the water and hazardous materials will take (e.g. laboratory sink, drains, flow-through, aquaria) and where will these materials ultimately end up. If you are proposing work at Palmyra Atoll National Wildlife Refuge, will you be using The Nature Conservancy's laboratory?

**CHECK LIST: DID YOU INCLUDE THESE?**

- ☐ Electronic and hard copy of Application
- ☐ Principal Investigator CV
- ☐ Sub-Permittee/Assistant CV(s)
- ☐ Maps of Project Location
- ☐ Funding Proposal(s)
- ☐ Funding Award Documentation, if already received
- ☐ Documentation of Insurance, if already received
- ☐ Documentation of all required Federal and State Permits or applications for permits
- ☐ Material Safety Data Sheets for Hazardous Materials